

Getting started with Google Docs

Go to www.google.com

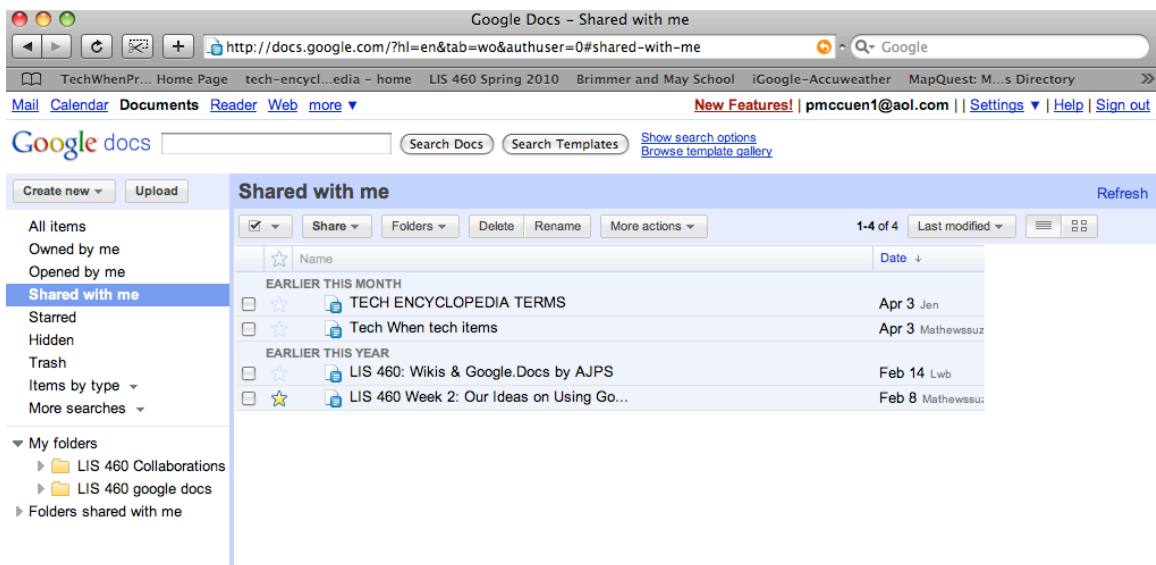
Click on sign in.

If you don't have a google account, create one now.

Once you are signed in, the google screen will appear. Above the doodle you will see several options. Click on more.

A drop down menu will appear.

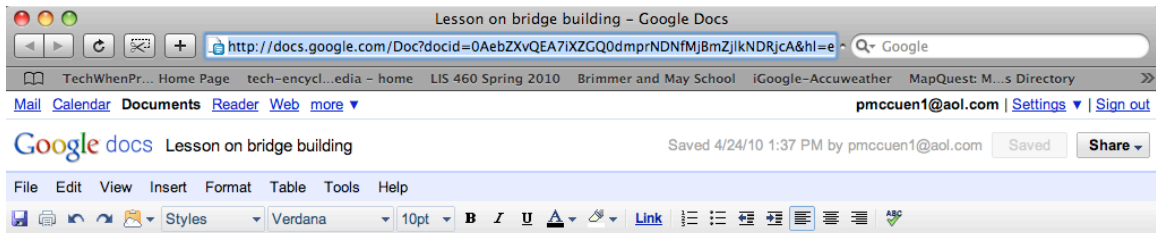
Click on Documents.



Click on create new.

Another drop down menu will appear.

Choose document (you could also choose presentation, ie powerpoint, spreadsheet, form, drawing, or folder).



Start typing! This document has editing features very similar to word.

You can invite people to share the doc with you. Click on the button to the right that says share.

In the pop up box that appears type in the email of the person you are inviting. (You must use the email that person used to sign up for google.) Invite your neighbor in the tech lab to share your document.

Notice how when your friend types on the document on her/his computer you can see the text appear in the document on your screen.

You might want each person working on the document to choose a separate font color to help keep straight who is typing what.

Remember, you can create folders to organize your documents and you can share the folders with others.